

**CITY OF HAYWARD  
PERSONNEL AND AFFIRMATIVE ACTION COMMISSION**

**Thursday, October 14, 2004 at 5:30 p.m.**

**Hayward City Hall  
777 B Street  
Conference Room 2A**

**AGENDA**

**PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENTS** *(Note: THE PUBLIC COMMENTS section provides an opportunity for citizens to address the Personnel and Affirmative Action Commission on items not listed on the agenda. The Commission welcomes your comments under this section, but is prohibited by State law from discussing items not listed on the agenda. Your item will be taken under consideration and referred to staff.)*

**APPROVAL OF MINUTES**

1. Approval of minutes for regular meeting of September 2, 2004 (Action)

**REPORTS**

2. City Council Liaison (Information)

**NEW BUSINESS**

3. Discussion regarding report on long term acting assignments, temporary staffing, and department head changes.
4. Review of Human Resources Director's Certification of Eligible Registers, (Previous Adoption Dates), (Action)
  - a) Accounting Technician, (2003)
  - b) Building Inspector, (2002)
  - c) Communications Operator (Lateral), (2004)
  - d) Equipment Mechanic I, (2002)
  - e) Family Counselor I, (2001)
  - f) Neighborhood and Economic Development Manager, (new)
  - g) Police Officer Lateral/Academy Graduate, (2004)
  - h) Purchasing & Services Manager, (1988)
  - i) Senior Accounting Technician, (1995)
  - j) WPCF Lead Operator, (2003)

Robert M. Macias  
Acting Human Resources Director

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Personnel and Affirmative Action Commission minutes are available on audiocassette upon request in compliance with the Americans with Disabilities Act of 1990. Requests may be made by contacting the Human Resources Department at (510) 583-4500 or TDD (510) 247-3340.

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**CITY OF HAYWARD**  
**PERSONNEL AND AFFIRMATIVE ACTION COMMISSION**

777 "B" Street  
Hayward, California 94541-5007

**MINUTES**

**September 2, 2004**

A regular meeting of the City of Hayward Personnel and Affirmative Action Commission was called to order at **5:30 p.m., on Thursday, September 2, 2004** in conference room 2A, City Hall, 777 B Street, Hayward by Chairperson Kathleen Booth. Pledge of Allegiance was led by Olden Henson.

**VISITORS**

George Smith

**HUMAN RESOURCES DEPARTMENT STAFF**

Robert M. Macias, Acting Human Resources Director  
Sonja Turner, Administrative Secretary (Confidential)

**CITY COUNCIL**

Olden Henson

**ABSENT**

None

Attendance	Present This Meeting	<b><u>REGULAR MEETINGS</u></b>		<b><u>SPECIAL MEETINGS</u></b>	
		Present to Date	Absent to Date	Present to Date	Absent to Date
		This Fiscal Yr.	This Fiscal Yr.	This Fiscal Yr.	This Fiscal Yr.
Kathleen Booth (chair)*	X	2	0	0	0
Freddye M. Davis	X	2	0	0	0
Joyce Dobro (vice-chair)*	X	2	0	0	0
Latricia Earley	X	2	0	0	0
Carol Johnson	X	2	0	0	0
Johnnie Lacy	X	1	1	0	0
Wade Owen Winblad	X	2	0	0	0

X = present

0 = absent

\*Appointed July 1999

**PUBLIC COMMENTS**

Commissioner Davis announced a successful NAACP voter registration drive of over 200 newly registered voters at the Zucchini Festival. The Hayward Chapter is gaining nationwide attention. There is a Rally Run at 10 a.m. on Saturday, September 18, 2004. People can walk, jog, or run from Kennedy Park to Chabot, and the final NAACP Rally is scheduled to take place on October 16, 2004.

**APPROVAL OF MINUTES**

1. Approval of Minutes for the regular meeting of July 8, 2004; (Action)

Moved to approve Minutes with correction to Chairperson Kathleen Booth's name, calling the meeting to order; (Davis/Johnson); (7-0-0)

## **REPORTS**

2. City Council Liaison, Olden Henson, (Information)  
Council Member Henson congratulated Mr. Macias as the Acting Human Resources Director. Mr. Henson talked about the City's efforts and actions to improve technology and training. The Police Department is making great progress in integrating intranet and internet communications systems, including links with the county and other local agencies. Tracking permits online will be available in the near future for developers, contractors and citizens. The mapping project (called GIS) is still underway and upon completion will provide much needed site information to the real estate community as well as to public safety personnel. Finally, Mr. Henson shared that a 238 bypass alternative plan is forthcoming.
3. 1<sup>st</sup> and 2<sup>nd</sup> Quarter 2004 Affirmative Action Report (Information)  
Mr. Macias reviewed the report of new hires, promotions, and separations for the first half of this calendar year. There was much discussion about this report and the possible need for another report that identifies longterm acting assignments, department head and director changes, and temporary staffing levels. The Commission requested discussion about a new report be put on next month's agenda.

## **NEW BUSINESS**

4. Review of Human Resources Director's Certification of Eligible Registers, (Previous Adoption Dates), (Action)
  - a) Administrative Analyst II, (2000)
  - b) Assistant Civil Engineer, (2002)
  - c) Communications Operator – Lateral, (2003)
  - d) Community Service Officer – Lateral, (2003)
  - e) Community Service Officer – Journey, (new)
  - f) Senior Secretary, (2002)
  - g) Supervising Librarian I, (2002)
  - h) Utilities Maintenance Supervisor, (new)

Moved to approve New Eligible Registers: (Winblad/Lacy); (7-0-0)

5. Extension of Eligible Registers, (Action)
  - a) Design and Construction Services Manager, (1<sup>st</sup> extension, 6 months)

Moved for extension of Eligible Registers: (Johnson/Dobro); (6-0-0)

There being no further business, the meeting was adjourned at 6:32 p.m.

The next regularly held meeting will be Thursday, October 14, 2004 at 5:30 p.m. in conference room 2A, 2<sup>nd</sup> floor of Hayward City Hall.

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